NIST Reference:	Implementation Date :	Revision Number :
AC – Access Management	July 10, 2019	0.0

CITY TIME USER ACCOUNT MAINTENANCE

PROCEDURE

Adding a new user to Time Entry

Every Time Entry user must be given access to the system by their Department Administrator before they can access their time entry screens. Users must be active employees in PeopleSoft HRMS. Employees who are not active in PeopleSoft will not be able to access their time entry panel. Each user will need a valid user name and password for Online Time Entry. Time Entry access is limited based on the user security level granted by the Department Administrator. Each security level provides different access based on the user setup. Below is list of the different security access levels for Time Entry users:

☑ **Read only Users** (level 0) - can only access their own time entry screens and do not have a Crew Id listed in their security setup screen. Cannot edit their time.

☑ **Single Users** (level 1) - can only access their own time entry screens and do not have a Crew Id listed in their security setup screen.

☑ **Field Clerks, Crew or Group Leaders and Supervisors** (level 3, 4, 5) - can access their own time entry screen and the screens for their assigned group(s) of employees. A field clerk may be responsible for entering time for entire groups. This level cannot approve entered time.

☑ **Managers** (level 7) - can access their own time entry screen and the screens for employees that they approve time for. Managers can change and approve entered time. Managers may not approve their own timecard.

☑ **Payroll Clerks** (level 6) - can access all of the time entry screens for their section. Through online reports, they will edit the reported time, earn codes, job codes and account codes and provide the final approval before the time is passed to Payroll Administration. Payroll clerks may also be responsible for creating and maintaining Crew Ids for the department since PeopleSoft access is necessary to perform this function. Payroll Clerks may approve their own timecard.

☑ **Department Administrators** (level 8 or 9) - can assign users to the security levels listed above. They control which employees users have access to. Every Department should have one Administrator.
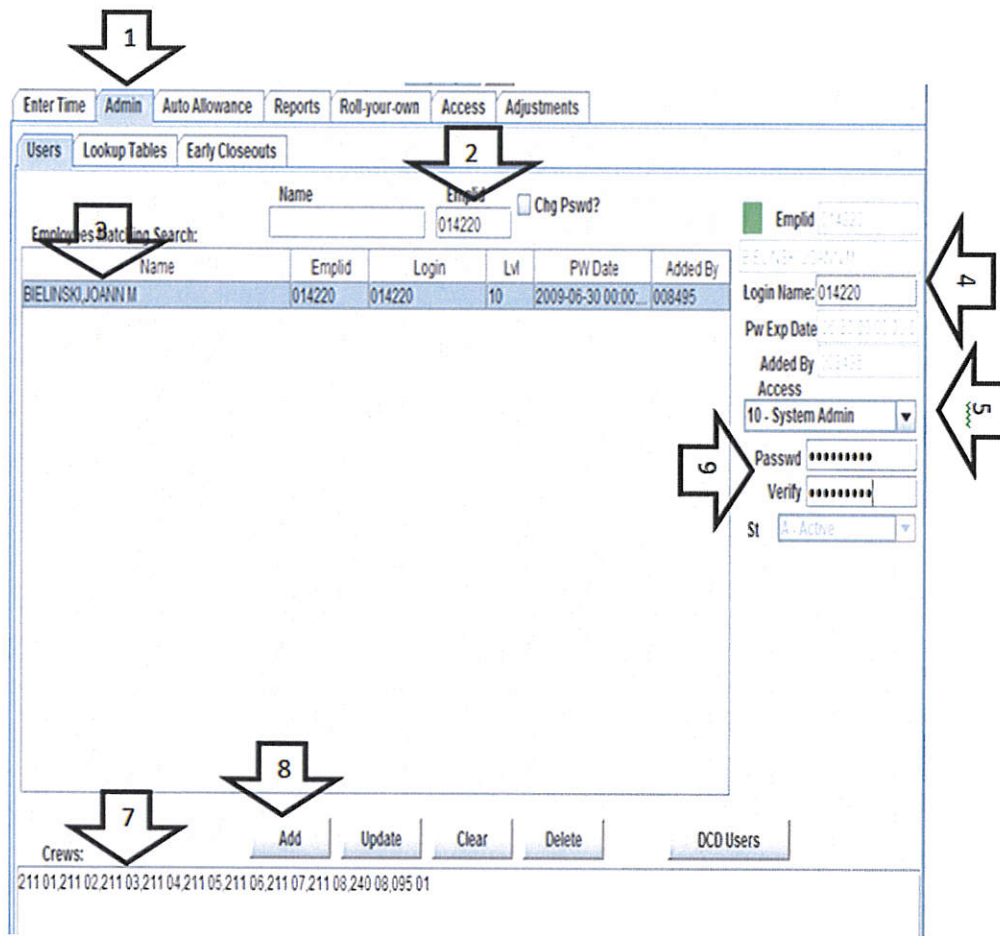
☑ **System Administrators** (level 10) - Comptroller

To update or add Crewids in HRMS, go to <u>Set Up HRMS</u> > <u>Foundation Tables</u> > <u>Organization</u> > <u>Maintain Crew ID Table</u>.

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If you are a Department Administrator, please review the steps below to add users to Online Time Entry.

1. Go to the Admin tab.

2. Enter the employee ID of the employee you wish to add. You may also search using the name field.

3. Highlight the Employee that matched your search.

4. Enter a login name. It may be six alpha or numeric characters. It is strongly recommended that the employee's network/e-mail login ID is used as the Time Entry login ID.

5. Choose an access. See list above.

6. Assign a password. Enter the same data in the passwd and verify boxes.

7. Add the crew ID's if assigned to Level 3-9. The crew ID may be found in HRMS on >job data/employment data.

8. Click Add. To change or add to the existing data, enter what needs to be changed or added and then click Update.

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Reset Password

1. User makes a RITS ticket.
2. Help Desk will reset password via dpwapps "AppAdmin" program.

Disable User Account

1. CityTime user account is automatically disabled when their HRMS employee record is set to status other than "Active" or "Paid Leave".

REVISION HISTORY

Revision	Date	Changes	Owner
0.0	July 10, 2019	Initial Release	Kevin Baas